

## 4.2 VIEWING THE STATUS OF AN APPLICATION

All reviewers may review the status of an application, although not all reviewers will be able to then process the application out of sequence. To do so, the following search process is used.

### Screen 1: The User's Home Page

The process begins at the user's home page. Users who are authorized to view submitted permits will have a menu link with the name "View Pending Applications" on the left side of the screen. Click this link to begin.

<b>Approve/Reject (Permit/Company)</b>	<b>Companies on Hold</b>	Your Applications Reviewed Today: 0
<b>Cancel An Application</b>	<b>ONHOLD CARRIER</b> FEIN: 001212123	Total Applications Reviewed by Agents Today: 0
<b>Download and Print PDF Permit Image</b>	12/2/05 5:14 PM Your account has been placed in an Out of Service status by law enforcement	Total Applications Approved by Agents Today: 0
<b>Log/Review Supporting Documentation</b>	12/2/05 5:14 PM You have an outstanding travel violation	Total Applications Approved Overall Today: 0
<b>Log Violation</b>	12/2/05 5:14 PM Your interstate account is not active due to information from the federal government	
<b>Manage a Company Profile</b>	<b>ONHOLD PERMIT SERVICE, INC</b> FEIN: 001212124	
<b>Manage Bond in Company Profile</b>	12/2/05 5:14 PM Your account has been placed in an Out of Service status by law enforcement	
<b>Manage Road Restrictions</b>	12/2/05 5:14 PM Your interstate account is not active due to information from the federal government	
<b>Pay for Applications</b>		
<b>Publish Online Help</b>		
<b>Register for Special Weight</b>		
<b>Reports</b>		
<b>Request Company Account</b>		
<b>View an Issued Permit</b>		
<b>View Approved Permit Applications</b>		
<b>View Pending Applications</b>		
<b>View Road Restrictions</b>		

### Screen 2: Search Criteria

If a carrier user selects the menu option, the system knows to search for that carrier's transactions, and skips to Screen 4.

When other users select the menu option, the system brings up a search parameters screen. The user may search using any of the following criteria:

- A specific *transaction number*, generated when the application was submitted (if this field is used, it is the only field that should be filled);
- The *name*, *FEIN*, or *SSN* of either the carrier or the permitting service;
- The *carrier's U.S. DOT number*; or
- The *submission date* of the application (as a range inclusively between two dates).

## View Application Status



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Enter Search Criteria	
Search by Transaction Number:	<input type="text"/>
or	
Company Name:	<input type="text"/>
PermitService Identification:	<input checked="" type="radio"/> FEIN <input type="radio"/> SSN <input type="text"/>
Carrier Identification:	<input checked="" type="radio"/> FEIN <input type="radio"/> SSN <input type="text"/>
Carrier USDOT:	<input type="text"/>
Submitted Between:	
Start Date:	<input type="text"/> <input type="text"/> <input type="text"/>
End Date:	<input type="text"/> <input type="text"/> <input type="text"/>
Show expired applications :	<input type="checkbox"/>
<input type="button" value="Clear Search Criteria"/> <input type="button" value="Search"/>	

my/in-dor-osow1.0.18/app/man-approval/app-view/viewApplicationStatus.action?pag

If the user is associated with a permitting service, the system automatically fills in the user's company information in the permitting service field and filters the search to only return applications submitted by that permitting service. Permitting service users also must enter the U.S. DOT number of the carrier as a security precaution.

The user may continue by clicking the "Search" button. If the user wishes to change the search criteria, the user may click the "Clear Search Criteria" button.

### Screen 3: Application Results Screen

The next screen returns a table the permits that have been submitted by (or on behalf of) the company, but have not been processed. Each permit is shown as its own row, with the following columns:

- Transaction number (formatted as a link);
- Carrier information (company name and FEIN or SSN);
- Permit type;
- Application status; and
- Submission date.

## View Application Status for



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Click on an Application's Transaction Number to view its status

Company Applications				
Transaction Number	Identification	Name	Status	Submission Date
<a href="#">0838141797</a>	FEIN: 1015	THEONHOLDCORP		6/13/05

[Previous](#)

To review the details for a specific application, click on the transaction number. Otherwise, click on the “Previous” button to select a different company.

### Screen 4: Application Details

The system now retrieves the details about the permit application. The details include the following sets of information:

- Contact information;
- Delivery information;
- Applicant information;
- Travel information (if applicable);
- Escort information (if applicable);
- Vehicle information; and
- Route information.

## View Application Status



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**Application #0838141797 is Pending MCSD Agent Review**

[Add Required Documentation](#)  
[Log Supporting Documentation](#)

[Review this Application](#)  
[Cancel this Application](#)

### Basic Account Information

OSS Company type:	Corporation
OSW Company type:	Carrier
Legal Name:	THEONHOLDCORP
FEIN:	1015
USDOT	N/A
Federal Motor Carrier Number:	N/A
Company DBA name:	N/A

### Address Information

Internet

In addition to the previous information, State users have actions that can be performed by clicking the link at the top of the page. Below are the four possible actions that, depending on the user's permissions, determine which actions could be presented:

1. Review the application, regardless of its position in the review queue;
2. Add supplemental documentation that has arrived for this application;
3. Require additional documentation to be obtained from the carrier before this application may be reviewed; or
4. Cancel the application.

Clicking on any of these links will launch the appropriate function with the current application.

After reviewing the information, click the "Previous" button to return to the table of approved applications.